

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
BOARD MINUTES  
AUGUST 23, 2023

**Kind of Meeting:** Business Meeting  
**Place of Meeting:** Miller Place High School  
**Time of Meeting:** 8:00 P.M.

**Those Present:**

Board President:	Ms. Lisa Reitan
Board Vice President:	Mr. Bryan Makarius
Board Trustee:	Mr. John Galligan
Board Trustee:	Ms. Johanna Testa
Superintendent of Schools:	Mr. Seth Lipshie
Assistant Superintendent:	Ms. Susan Craddock
School Business Official:	Ms. Colleen Card
Executive Director for Educational Services:	Ms. Sandra Wojnowski
Director of Human Resources	Mr. Christopher J. Herrschaft
District Clerk	Ms. Patricia Morbillo

**Those Absent:**

Board Trustee: Ms. Andrea Spaniolas

**PLEASE NOTE: THE MINUTES, AS WRITTEN, ARE SUBJECT TO CHANGE AND ARE NOT CONSIDERED AN OFFICIAL RECORD UNTIL THEY HAVE BEEN APPROVED BY THE BOARD OF EDUCATION AT THE SEPTEMBER 28, 2023, BUSINESS MEETING.**

**A. PUBLIC SESSION**

**1. Audit Committee 6:30 p.m.**

**2. Executive Session 7:00 p.m.**

Ms. Reitan called the business meeting to order at 6:34 p.m. and stated that the board needed a motion to move into the audit committee and executive session for the purpose of discussing specific legal and specific personnel matters. She also noted that following the audit committee and executive session that the Board would reconvene at approximately 8:00 p.m. to continue with the board agenda.

Ms. Reitan asked for a motion to move into Executive Session to move into executive session for specific legal and specific personnel matters.

Mr. Makarius moved, seconded by Mr. Galligan, to move into executive session for specific legal and specific personnel matters.

**Yes 4; No 0; Motion Carried**

**The board exited Executive Session and reconvened the Business Meeting at 7:57 p.m.**

**3. Ms. Reitan reviewed the emergency procedures.**

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**B. RECOGNITION**

**1. Recognition of Veterans**

Ms. Reitan acknowledged the veterans, and their families present at the meeting.

**2. Recognition of Media**

There was no media present at the meeting.

**3. Recognition**

**NYSSBA Recognition of Vending Machine Books for Kindness Initiative**

Mr. Lipshie introduced Ms. Catherine Romano. Ms. Romano is the Area 12 Director of the New York State School Boards Association where she represents Suffolk County school boards. She has been on the NYSSBA board of directors since 2020. She is a Trustee of the Eastern Suffolk BOCES Board, she is on the Board of Directors of the Nassau-Suffolk School Boards Association, and she is a retired educator. Ms. Romano addressed the Board of Education Administration and the audience to recognize the Board and the Miller Place PTO as part of their Champions for Change program. The Champions for Change program recognizes a district's effort either by students in the district, a collaboration of the district, or a district and community member collaboration or partnership. She recognized the board accepting and PTO for donating the Kindness book vending machines which was a very unique project. Students get rewarded for being kind, which is our social emotional base that we want students to work on and they get books for their kindness. She noted that Miller Place was the Suffolk County district to receive this award this year. She presented a banner to recognize this award.

**C. MESSAGES**

**1. Superintendent Message**

Ms. Reitan introduced Mr. Lipshie to give his message. Mr. Lipshie welcomed everyone to the meeting. He stated he was excited as we approach the new school year and that it has been a busy summer as we prepared the campuses and classrooms for the return of students and staff. He said the district has hired 15 new employees in the clerical, operations, and teachers' areas to fill open positions and that next week new teacher orientation is scheduled allowing the new teaching staff to acclimate and make a smooth transition to Miller Place. He said that the new district website officially launched on August 1, 2023, and that with all new programs, we will continue to make adjustments as needed to provide the staff and community the best possible website in order to access information about the school District. He reviewed that this summer administrative staff participated in differentiated instruction professional development training which is the academic initiative for the 2023-24 school year and builds upon the 2022-23 academic initiative of essential questions. Teachers will be provided professional development throughout the year to support them with this initiative.

He noted that to help ease students into the transition from summer to the start of school, parents and students are invited to buildings for walk-throughs and orientations. This week LADSBS and NCRMS opened their campus to students, AMPS will open to students next week and Miller Place High School will have their 9<sup>th</sup> grade orientation this Monday to help them transition to the high school and Andrew Muller Primary School will have their

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incoming kindergarten orientation on Wednesday, August 30, 2023. He said that the high school athletic practices started on Monday, August 21, 2023. Next, the district will kick off the start of the 2023-24 school year one week from tonight by holding two Superintendent's Conference Days for all staff to prepare for students on September 5, 2023, that includes the senior class of 2023-24 at the high school along with the class of 2037 who are entering kindergarten at AMPS.

He stated that the district's monthly calendar has been posted to the website and noted that changes/updates to the calendar will be made in red. He asked everyone to please check the calendar for important upcoming events for August and the month of September. Some of the information included is Athletic Information, Parent Meetings, Driver Safety Meetings, Open Houses and School Pictures. This year's Homecoming will be held on Saturday, September 30, 2023.

**2. Board Members Message**

Ms. Reitan welcomed everyone back to a new school year. She thanked Mr. Lipshie and everyone that worked on the new district website. She hoped the community would enjoy it as well. She noted that work on the new strategic plan continued over the summer and Mr. Lipshie will be updating everyone in his report shortly.

**D. PUBLIC BE HEARD**

Comments are limited to 2 minutes per person and a total of 30 minutes **related to agenda items only**, state name, resident or non-resident. All comments are to be directed to the Board of Education.

There were no comments about the agenda items.

**E. CONSENT AGENDA – MINUTES:**

This resolution is to approve the meeting minutes of the Board of Education.

**RECOMMENDED MOTION: “BE IT RESOLVED**, that the Board of Education of the Miller Place Union Free School District hereby accepts, as written, the minutes of the July 3, 2023 Business Meeting, July 20, 2023 Business Meeting, and August 2, 2023 Business Meeting.”

**F. CONSENT AGENDA - FINANCE/FACILITIES:**

**1. Authorization – Superintendent to Approve Use, Rates, and Categories of Facilities Use:**  
This resolution will update the facilities use memorandum.

**RECOMMENDED MOTION: “BE IT RESOLVED**, that the Board of Education of the Miller Place Union Free School District hereby authorizes the Superintendent of Schools or their designee to approve the use of facilities for community organizations for the 2023-24 fiscal year effective January 1, 2024, according to the established Board approved policies; and **FUTHERMORE**, the Board of Education of the Miller Place Union Free School District establishes the rates and categories for Use of Facilities, as per the below list effective January 1, 2024.”

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2. **Agreement – Seneca Risk Consulting Group, LLC Contract:**

Mr. Lipshie and Ms. Card are requesting your approval of the contract extension with Seneca Risk Consulting Group for Patient Protection and Affordable Care Act Employer Responsibility and IRS reporting requirements for the 2023-24 school year.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon recommendation of the Superintendent of Schools, that the Board of Education of the Miller Place Union Free School District hereby approves the contract extension with Seneca Risk Consulting Group, LLC for Patient Protection and Affordable Care Act Employer Responsibility and IRS reporting requirements for the 2023-24 school year and furthermore authorizes the President of the Board of Education to sign such agreement.”

3. **Final Shared Services Contract, Eastern Suffolk BOCES for 2022-23:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to accept the Final Eastern Suffolk BOCES Shared Services Contract for the 2022-23 school year as required per Education Law.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the Final Eastern Suffolk BOCES Shared Services Contract for the 2022-23 school year.”

4. **Town of Brookhaven Waiver for Homecoming Parade:**

Mr. Lipshie and Mrs. Card are requesting your approval of the resolution to approve the waiver /liability release and hold harmless agreement for the Homecoming Parade on September 17, 2022.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby retroactively approves the waiver/liability release and hold harmless agreement with the Town of Brookhaven for the homecoming parade and furthermore authorizes the Board President to sign such waiver.”

5. **Request for Proposal for Board Meeting Support:**

Mr. Lipshie and Mrs. Card are requesting your approval of the resolution to approve the Request for Proposal extension for board meeting support for the 2023-24 school year.

**RECOMMENDED MOTION:** “**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District accept the RFP extension request from FPS Inc. and award at the rates listed above for RFP #23-08.”

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**6. Donation – The Commencement Group:**

Mr. Lipshie and Ms. Card are requesting your approval of the donation from The Commencement Group.

**RECOMMENDED MOTION: “BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts the donation of \$331.20 from The Commencement Group for the Class of 2025 extraclassroom account.”

**7. Agreement – Dramatists Play Service, Inc.**

Mr. Lipshie and Ms. Card are requesting your approval of the agreement with the Dramatists Play Service, Inc. for the fall play.

**RECOMMENDED MOTION: “BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the Dramatists Play Service, Inc. agreement and furthermore authorizes the Board President to sign such agreement.”

**G. CONSENT AGENDA - PERSONNEL:**

**1. Personnel List:**

Mr. Lipshie and Mr. Herrschaft recommend and request your approval of the attached personnel list of August 23, 2023.

**RECOMMENDED MOTION: “BE IT RESOLVED**, that upon recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the attached Personnel List of August 23, 2023, as presented. For any probationary appointment for a classroom teacher or building principal that except to the extent required by the applicable provisions of the Education Law, in order to be granted tenure the class room teacher or building principal shall have received composite or overall APPR ratings pursuant to Education Law §§3012-c and/or 3012-d of either E or H in at least three of the four preceding years and if the class room teacher or building principal receives an I composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at this time.”

**H. CONSENT AGENDA – SPECIAL EDUCATION RECOMMENDATIONS:**

**1. CSE and CPSE Recommendations:**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the CSE and CPSE recommendations.

**RECOMMENDED MOTION: “BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby accepts the following recommendations of the CSE’s and CPSE’s dated: CPSE 7-5-23 DO; CPSE 8-1-23; CSE 6-12-23 LADSBS; CSE 7-5-23 DO; CSE 7-17-23 DO; CSE 7-25-23 DO.”

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**I. CONSENT AGENDA – CURRICULUM AND INSTRUCTION:**

**1. Textbook Obsolescence:**

Mr. Lipshie and Ms. Craddock are requesting your approval of the resolution to declare the attached lists of textbooks as obsolete and for its possible sale, and/or disposal.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the attached lists of textbooks as obsolete and for its possible sale, and/or disposal.”

**J. CONSENT AGENDA – OTHER**

**1. Board Meeting Date Change – September 2023:**

Mr. Lipshie is requesting your approval of the resolution to change the board meeting from September 27, 2023, at 8:00 P.M. to September 28, 2023, at 8:00 P.M.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, that the Board of Education of the Miller Place Union Free School District hereby change the September 27, 2023, date to September 28, 2023, at 8:00 p.m.”

**K. CONSENT AGENDA - APPROVAL**

Ms. Reitan noted that the Board needs to change the September board meeting date from September 27 to September 28 due to several board members attending the Nassau-Suffolk School Board Association meeting the same night where they will be discussing the resolutions for another meeting.

Ms. Reitan asked for a motion to accept the Consent Agenda as presented.

Mr. Makarius moved, seconded by Mr. Galligan, to accept the Consent Agenda as presented.

**Yes 4; No 0; Motion Carried**

**L. REPORTS AND PRESENTATIONS**

**1. Board of Education Committee Assignments**

The board members discussed the Board of Education committees and Ms. Reitan reviewed the board committee assignments as follows:

- Audit Committee: All Board Trustees
- Curriculum and Instruction: Andrea Spaniolas  
John Galligan (alternate)
- Health and Safety: Bryan Makarius  
Andrea Spaniolas (alternate)  
Lisa Reitan (alternate)
- Wellness Committee: John Galligan  
Johanna Testa (alternate)

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Ms. Reitan said Ms. Spaniolas could not be in attendance at tonight's meeting, but stated that she had requested to be on the Curriculum Committee. It should be noted that the President of the Board shall serve as ex officio member of all committees to which they are not appointed according to the board committee policy.

She said the board is not forming a DEI committee at this time. The board is in the process of drafting a DEI policy first which will take some time. She stated that at the earliest a DEI committee may be convened in the spring after a policy is adopted.

**2. Bond 2021 Update**

Ms. Reitan asked Ms. Card to give an update on the 2021 bond project. Ms. Card noted that in my July she requested to have an extra board meeting in early August to accept the bid awards for the AMPS gymnasium project which were opened on July 27, 2023, and awarded by the Board of Education at the extra board meeting held on August 2, 2023. The contracts have been returned by the winning bidders and Ms. Reitan will sign these contracts tonight. She hoped that the contractors would break ground soon on the building addition. She noted that the other AMPS projects have been started including the ventilation project where the electricians and mechanical systems staff have been running wiring and piping that will be required for the new units. The new ventilators and cabinet casework are on order and are not expected to arrive onsite until September and October. The partial door frame replacements have been completed. The new AMPS kindergarten playground equipment has been ordered and are awaiting information on when to expect delivery and installation of this new equipment. The current kindergarten playground will not be available this year as it needs to be removed as part of building the new gym facility. The architect will wait to install the playground once received until it is appropriate based on the surrounding construction. The NCR ventilation project, NCR FACS classroom and LADSBS art room, we received news that the state approved the projects and the architect plans on putting these projects out to bid sometime in September or early October. Ms. Card said that we will continue to provide regular updates and that this information can be found on the district website under departments > business office > bond information for your reference. Ms. Reitan asked a question if there was Kindergarten playground alternative plan. Ms. Card stated that extra outdoor equipment has been ordered.

**3. Strategic Plan Update**

Ms. Reitan requested that Mr. Lipshie give an update on the Strategic Planning Committee which met during July and August to build on the work completed during the 2022-23 school year. He stated that in July the members of the committee formed sub-committees to focus on specific priorities identified as a result of the data collected and then developed key objectives that would result in successful educational change for that priority. Each sub-committee presented their proposed objectives in August to the other committee members for feedback. Mr. Lipshie said that in the next step, Dr. Lauckhardt and he would combine the original sub-committee's work with the feedback from the other committee members. Next, in September, the Strategic Planning Committee will review the updated objectives and recommended metrics and then a meeting will be held in October to evaluate and make final adjustments with an anticipated presentation of the finalized plan at the November BOE

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meeting. He looks forward to sharing the plan with the community, students and the staff, and said that collectively everyone's input has made the plan possible and inclusive.

M. **DISCUSSION** – None

N. **DISCUSSION AND ACTION**

1. **Miller Place District-Wide Comprehensive School Safety Plan:**

Mr. Lipshie and Ms. Card are requesting your approval of the following resolution to approve the District-Wide Comprehensive School Safety Plan for the 2023-24 school year. This plan is mandated by the NYSED in accordance with the Safe Schools Against Violence in Education (SAVE) legislation. This plan shows general procedures, programs, and curricula that the District has implemented to prevent or minimize the effects of serious incidents or emergencies.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the 2023-24 District-Wide Comprehensive School Safety Plan.”

Ms. Reitan noted that each year the District is required to update the District-Wide Comprehensive School Safety Plan and the board needs to approve the updated plan.

Ms. Reitan asked for a motion to approve the District -Wide Comprehensive School Safety Plan. Mr. Makarius moved, seconded by Mr. Galligan, to approve the District -Wide Comprehensive School Safety Plan.

**Yes 4; No 0; Motion Carried**

2. **Assessed Value & Tax Levy:**

This resolution accepts the assessed valuation from the Town of Brookhaven, accepts the final board revenue plan and sets the final tax levy for 2023-24 school year.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby accepts the assessed valuation of \$17,126,529 to establish the tax levy and the proposed revenue plan for the 2023-24 school year and;

**BE IT FURTHER RESOLVED** that the tax levy for school purposes for 2023-24 will be established at \$51,020,162.”

Ms. Reitan asked a question regarding the tax levy increase which Ms. Card stated was a 2.36% increase based on the assessed value set by the Town of Brookhaven.

Ms. Reitan asked for a motion to accept the assessed value and tax levy.

Mr. Makarius moved, seconded by Mr. Galligan, to accept the assessed value and tax levy.

**Yes 4; No 0; Motion Carried**



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**3. Reserve Fund Resolution – Reserve for Employee Retirement Contribution:**

Mr. Lipshie is requesting that the resolution be adopted to fund the **Reserve for Employee Retirement Contribution** from within the existing 2022-23 general fund budgetary appropriations for the fiscal year, ending June 30, 2023 and are requesting a roll call vote.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the appropriation of funds to the **Reserve for Employee Retirement Contribution** of \$500,000 from within the existing 2022-23 general fund budgetary appropriations.”

Ms. Reitan asked for a motion to approve the resolution as presented and if there were any questions which there were none.

Mr. Makarius moved, seconded by Mr. Galligan, and duly put to a roll call vote which resulted as follows:

<b>Roll Call Vote:</b>	<b>Yes</b>	<b>No</b>
Ms. Lisa Reitan, President	<u>  X  </u>	<u>      </u>
Mr. Bryan Makarius, Vice President	<u>  X  </u>	<u>      </u>
Mr. John Galligan, Trustee	<u>  X  </u>	<u>      </u>
Mr. Andrea Spaniolas, Trustee	<u>  ABSENT  </u>	<u>      </u>
Ms. Johanna Testa, Trustee	<u>  X  </u>	<u>      </u>

**Yes 4; No 0; Motion Carried**

**4. Reserve Fund Resolution – Reserve for Employee Benefit Accrued Liability:**

Mr. Lipshie is requesting that the resolution be adopted to fund the **Reserve for Employee Benefit Accrued Liability** from within the existing 2022-23 general fund budgetary appropriations for the fiscal year, ending June 30, 2023, and are requesting a roll call vote.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the appropriation of funds to the **Reserve for Employee Benefit Accrued Liability** of \$650,000 from within the existing 2022-23 general fund budgetary appropriations.”

Ms. Reitan asked for a motion to approve the resolution as presented and asked if there were any questions which there were none.

Mr. Galligan moved, seconded by Mr. Makarius, and duly put to a roll call vote which resulted as follows:

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<b>Roll Call Vote:</b>	<b>Yes</b>	<b>No</b>
Ms. Lisa Reitan, President	<u>  X  </u>	<u>      </u>
Mr. Bryan Makarius, Vice President	<u>  X  </u>	<u>      </u>
Mr. John Galligan, Trustee	<u>  X  </u>	<u>      </u>
Mr. Andrea Spaniolas, Trustee	<u>  ABSENT  </u>	
Ms. Johanna Testa, Trustee	<u>  X  </u>	<u>      </u>

**Yes 4; No 0; Motion Carried**

**5. Reserve Fund Resolution – Reserve for Teachers’ Retirement Contribution Reserve Sub-Fund:**

Mr. Lipshie is requesting that the resolution be adopted to fund the **Reserve for Teachers’ Retirement Contribution Reserve Sub-Fund** from within the existing 2022-23 general fund budgetary appropriations for the fiscal year, ending June 30, 2023, and are requesting a roll call vote.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the appropriation of funds to the **Reserve for Teachers’ Retirement Contribution Reserve Sub-Fund** of \$570,000 from within the existing 2022-23 general fund budgetary appropriations.”

Ms. Reitan asked for a motion to approve the resolution as presented and asked if there were any questions which there were none.

Mr. Makarius moved, seconded by Mr. Galligan, and duly put to a roll call vote which resulted as follows:

<b>Roll Call Vote:</b>	<b>Yes</b>	<b>No</b>
Ms. Lisa Reitan, President	<u>  X  </u>	<u>      </u>
Mr. Bryan Makarius, Vice President	<u>  X  </u>	<u>      </u>
Mr. John Galligan, Trustee	<u>  X  </u>	<u>      </u>
Mr. Andrea Spaniolas, Trustee	<u>  ABSENT  </u>	
Ms. Johanna Testa, Trustee	<u>  X  </u>	<u>      </u>

**Yes 4; No 0; Motion Carried**

**O. BOARD POLICIES – First Time Reading – None**

**P. BOARD POLICIES – Review – None**

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**Q. BOARD POLICIES – Action**

1800 Donations, Gifts, and Grants to the District  
4513 Library Materials Selection  
7000 Public Use of School Facilities  
7000.E.1 Public Use of Facilities Agreement  
7000.E.2. Application for Public Use of School Facilities  
7500 Naming Facilities

Ms. Reitan asked if there were any questions on the policies in action. There were no board questions and Ms. Reitan asked for a motion to approve the policies in action.

Mr. Makarius moved, seconded by Ms. Testa, to approve the policies in action.

**Yes 4; No 0: Motion Carried**

**R. OTHER – None**

**S. PUBLIC BE HEARD**

Comments are limited to 2 minutes per person and a total of 30 minutes; state name, resident, or non-resident. All comments are to be directed to the Board of Education. The Board of Education follows Policy 1440 – Public Complaints about District Personnel in which the Board discourages complaints or criticisms about individual District personnel at our public meetings. If there is a concern about individual District personnel, please contact the Superintendent of Schools.

The public addressed the Board of Education regarding music lessons and what was being changed. Mr. Lipshie stated that the district has added staff which allows lessons to be doubled at LADSBS and additional lessons at NCRMS. A community read a prepared statement which was given to the District Clerk.

**T. ADJOURNMENT OF MEETING**

Ms. Reitan asked for a motion to adjourn the meeting.

Mr. Makarius moved, seconded by Mr. Galligan, to adjourn the meeting at 8:32 p.m.

**Yes 4; No 0: Motion Carried**

**Respectively submitted by Ms. Patricia A. Morbillo, District Clerk**